



# TENANT IMPROVEMENTS SUBMITTAL REQUIREMENTS

BUILDING SERVICES



*This is a comprehensive submittal list. All items may not pertain to your specific project.*

## General Information

Plans must be on 24"x36" sheets maximum, stamped and signed by a registered architect or engineer, unless specifically exempted under the California Business and Professions Code. An architect or engineer may not be required if the proposed work does not involve life-safety elements, as determined by the Chief Building Official.

- ☐ Indicate construction type
- ☐ Indicate Occupancy Group(s) by room and area
- ☐ Indicate sprinklered building
- ☐ Provide tenant area square footage
- ☐ Provide occupant load summary
- ☐ Evaluate exiting from all areas

## Document Submittal List: 3 Sets

### Plot Plan

- ☐ Building footprint
- ☐ Property lines
- ☐ Setbacks/dimensions
- ☐ North arrow
- ☐ Disabled parking location/path of travel

### Architectural Plans

- ☐ Demolition
- ☐ Proposed floor plan
- ☐ Reflected ceiling plan
- ☐ Details for wall/ceiling framing with cross-sections, structural framing details
- ☐ Finish plans
- ☐ Roof Plan (if penetrating through roof or roof mounted systems are proposed)

**Structural Plans**

☐ Required

**Mechanical Plans**

☐ Required

**Electrical Plans**

☐ Required

**Plumbing Plans**

☐ Required

**Title 24 Energy Compliance**

☐ Required

**Required Calculations: 2 Sets**

- ☐ Title 24 Energy Calculations
- ☐ Structural Calculations\*

**Other Documents**

- ☐ Hazardous Material Declaration
- ☐ Contra Costa Central Sanitary District approval
- ☐ Contra Costa Environmental Health Dept. approval
- ☐ San Ramon Valley Fire Protection District approval
- ☐ Specification Sheet for equipment/appliances

**Applicable Codes**

2013 versions of the California Building, CA Electrical, CA Mechanical, CA Plumbing Codes, and Town of Danville Municipal Code.